

- A.
- B.
- C.
- D.
- E.
- F.
- G.
- H.
- I.
- J.
- K.
- L.
- M.
- N.
- O.
- P.
- Q.
- R.
- S.
- T.
- U.
- V.
- W.
- X.

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA
_____ Division**

In re: _____ Case Number: _____ - ____
 _____ Debtor(s) Chapter _____

ORDER _____

Text body of order.

Date: _____

 U.S. Bankruptcy Judge

Entered on Docket: _____

I ask for this:

 /s/ signature .
Attorney/Proponent Name
Attorney/Proponent Address Line 1
Attorney/Proponent Address Line 2
 Virginia State Bar No. Bar # .
Attorney/Proponent Phone Number

Seen and (i.e. *objected, consented*) to:

 /s/ signature (by *Proponent Name* with permission from *Endorsing Party's Name* based on [e.g., e-mail, FAX, etc.])
Endorsing Party's Name
Endorsing Party's Address Line 1
Endorsing Party's Address Line 2
 Virginia State Bar No. Bar # . (if applicable)
Endorsing Party's Phone Number

Y.

Local Rule 9022-1(C) Certification

Z.

The foregoing Order was endorsed by and/or served upon all necessary parties pursuant to Local Rule 9022-1(C).

AA.

/s/ signature .

BB.

Attorney/Proponent Name

CC. **PARTIES TO RECEIVE COPIES**

DD. *Name of Party*

EE. *Address Line 1*

FF. *Address Line 2*

GG. *Address Line 3*

HH. *Additional Parties*

NOTE: Be sure you begin the list of parties to receive copies on a new page!

Line A: Centered, Bold, CAPS: **“UNITED STATES BANKRUPTCY COURT”**

Line B: Centered, Bold, CAPS: **“EASTERN DISTRICT OF VIRGINIA”**

Line C: Centered, Bold: Division in which the case is pending.
Example: **“Alexandria Division”**

Line D: Left Margin: “In re: *Debtor’s Name (in CAPS)*”
Example: “In re: MICHAEL JONES”

Right Margin: “Case Number: *Case Number (including judge’s initials)*”
Example: “Case Number: 02-70483-DHA”

Line E: Beneath Debtor’s Name in Line D: “*Joint-Debtor’s Name (in CAPS)*”
Example: “PATRICIA JONES”
Note: Applicable only in cases that have a joint-debtor.

Line F: Beneath Debtor/Joint-Debtor’s Name: “Debtor(s)”

Right Margin: “Chapter *Chapter # of case*”
Example: “Chapter 13”

Line G: Centered, Bold, CAPS: **“ORDER *action to related document*”**
Example: **“ORDER SUSTAINING OBJECTION TO CLAIM”**

Line H: Left Margin: Text body of order.

Line I: Left Margin: “Date: _____”
Note: Do not fill in a date on the line.

Right Margin: “ _____ ”
U.S. Bankruptcy Judge

Line J: Right Margin and Beneath Judge’s Signature Line:
“Entered on Docket: _____”
Note: Do not fill in a date on the line.

Line K: Left Margin: “I ask for this:”

Line L: Left Margin, Underlined: “/s/ *name of proponent*”
Example: “/s/ Richard Smith”
Note: the “/s/” designates that the typed name is a signature.

Line M:	Left Margin: <i>“Typed Name of Proponent”</i> Example: “Richard Smith”
Lines N-Q:	Left Margin: N: <i>Address Line 1</i> O: <i>Address Line 2</i> <i>(any additional address lines if needed)</i> P: <i>“Virginia State Bar No. bar # here”</i> Note: Applicable to only licensed attorneys. Q: <i>Phone Number</i>
Line R:	Left Margin: <i>any additional endorsements, following the same guidelines as lines K—Q. Note: “I ask for this:” line may be replaced to reflect proper endorsement—i.e. “Seen:”, “Seen and Agreed:”, “Seen and Objected to:”, etc.</i>
Line S:	Left Margin, Underlined: <i><u>“/s/ name of endorsing party”</u></i> (by <i>Endorsing Party’s Name</i> based on [e.g. <i>e-mail, FAX, etc.</i>]) Example: “ <u>/s/ Robert Doe</u> (by Richard Smith with permission from Robert Doe based on FAX)”
Lines T-X:	Left Margin: T: <i>“Typed Name of Endorsing Party”</i> Example: “Robert Doe” U: <i>Address Line 1</i> V: <i>Address Line 2</i> <i>(any additional address lines, if needed)</i> W: <i>“Virginia State Bar No. bar #” (if applicable)</i> X: <i>Phone Number</i>
Line Y:	Centered, Underlined: <i><u>“Local Rule 9022-1(C) Certification”</u></i>
Line Z:	Left Margin: “The foregoing Order was endorsed by and/or served upon all necessary parties pursuant to Local Rule 9022-1(C).”
Line AA:	Left Margin, Underlined: <i><u>“/s/ name of proponent ”</u></i> Example: <i><u>“/s/ Richard Smith ”</u></i> Note: the “/s/” designates that the typed name is a signature.
Line BB:	Left Margin: <i>“Typed Name of Proponent”</i> Example: “Richard Smith”
Line CC:	New Page, Bold, CAPS: “PARTIES TO RECEIVE COPIES”

Lines DD-GG:Left Margin: DD: *Name of Party*

EE: *Address Line 1*

FF: *Address Line 2*

GG: *Address Line 3 (if needed)*

(any additional address lines, if needed)

Line HH: Left Margin: *any additional parties to receive copies of the order, following the same guidelines as lines DD-GG.*